



Special Diet Policy

Nourish Contract Catering Ltd

This policy applies to all companies under Nourish Contract Catering Ltd

Nourish recognises that there is an increasing number of customers that have specific dietary needs due to medical reasons such as a food allergy, a food intolerance, Diabetes, or other medical conditions. If a child has any of these medical dietary requirements and would like a school meal, parents need to discuss this initially with the school.

Once the Nourish Cook has received written information from the school, the information will be assessed & categorised into low, medium & high-risk elements. Low – Medium risks will be catered for within our menu plans/cycles, where all allergens are currently highlighted for reference & high risks will require further clarification with the school & the school will need to arrange a meeting with the Parents/guardians to discuss the child's requirements in more detail before providing a meal.

Nourish usually changes the menu twice per year, however some are changed termly. With each menu change, existing allergen information for diets will be revised and sent to the school and Nourish Cook. Nourish may provide theme meals throughout the academic year (e.g., Christmas Lunch, World Book Day etc.) which may differ to the standard menu. Special dietary information will be communicated as required.

All recipes are followed to specifications and any substitutions will not be made except in the event of unforeseen circumstances (e.g., supplier availability). In the event of unforeseen circumstances, the supplier will endeavor to keep allergens like for like. If like for like substitutions can't be achieved, then the Nourish Cook needs to check the substitution against the recipe. If it is different, the Nourish Cook must notify the school.

It is essential that Nourish employees can identify pupils with a medically prescribed diet at the service counter, to ensure they are provided with the correct food. Unit Managers will liaise with the school to ensure a suitable system is in place. Along with photographs, this could include coloured wrist bands, lanyards (Nourish preferred method) or badges provided by the school, even a school employed meal monitor on the pupil side of the counter stipulating what each child can eat. In almost all cases the system for identification is set by each school in line with their policies, to which Nourish will work too. Please note, Nourish cannot guarantee that menus are 100% free from the specified allergen(s) due to cross-contamination risks processing, storage, or preparation in our kitchens. All catering staff, however, are trained in allergy awareness and food safety to a level commensurate with their role. Some of our supplier's state 'may contain' warnings on their products due to manufacturing and distribution processes.

Information regarding the carbohydrate content of dishes is provided to assist dieticians & parents calculating intake for diabetic children. This information, whilst as accurate as possible, should be considered advisory. Product labels which are available in the kitchen should be referred to for source data. The menu may be subject to change to meet local needs.

The **portion sizes** are calculations based on ingredient weights and do NOT take account of cooking losses or gains. The **vegetable values** are based on one full portion.

The Nourish menu offers a meat, poultry or fish option and a vegetarian option daily. We do not require a referral form to be completed for these dietary requirements unless it is in conjunction with an allergy or intolerance. Medical dietary requirements will be managed in a way that is realistic to the catering section and pupils and therefore it may not be possible to accommodate all amendments.

Special Diet Policy

Parents/Carer:

- Inform school that their child has special dietary / allergen requirement, especially if the special diet is in connection to a food allergy or intolerance
- Request and discuss Special Diet information with the school

School:

- Assist in cascading information on special diet procedure to parent/carer ensuring written documentation is available from school office
- Where relevant, ensure all staff including Catering Staff are informed immediately of any pupil with severe allergies and intolerances
- Be familiar with contents of individual child's care plan, and ensure appropriate action is taken in case of emergency to maintain safety of individual pupil
- Provide a visible identification method to highlight allergens – in **High-Risk** cases a child will need to be accompanied & supported during the lunch service to reduce the risk

Nourish Management Team:

- Responsible for informing schools of any changes or update on special diet policy
- Organise meetings to discuss specific diet between pupil/parent/carer and school and if necessary, attend initial meeting with parent/carer and cook to discuss food provision where appropriate
- Copies of the completed school document will be recorded and held centrally with the school and at unit level in the kitchen

Unit Catering Manager:

- Display and update the current menu Allergen matrix
- Ensure all catering staff are made aware of the special diet policy and how to accommodate each pupil needs
- Inform casual staff of any special diets / allergen in place in that unit
- Ensure once menu is agreed it is adhered to and not replaced with other products
- Inform the school of any variances or concerns
- If a change of menu is unavoidable the school must be made aware as soon as possible
- Where there is a change for a "theme" day, a suitable alternative will be made with prior agreement with school, and catering staff

This policy will be formally reviewed annually and updated as required.

Signed on behalf of Nourish Contract Catering Ltd

A handwritten signature in black ink, appearing to read "Annette Ryan Murphy". Below the signature is a small, faint rectangular stamp or watermark.

Annette Ryan Murphy
Managing Director